

## TRAVEL EXPENSE CLAIM

See Instructions and \*Privacy  
Statement on Reverse Side

STD. 262 (REV. 7/2005)

Page 1 of 1 Pages

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
| CLAIMANT'S NAME<br><b>LAURA N. CHICK</b> |  |  | SSN or EMPLOYEE NUMBER*                          |  |  | DEPARTMENT<br><b>Planning &amp; Research</b>   |  |  |
| POSITION<br><b>Inspector General</b>     |  |  | CB/ID No.<br><b>Exempt</b>                       |  |  | DIVISION or BUREAU<br><b>Governor's Office</b> |  |  |
| RESIDENCE ADDRESS*                       |  |  | HEADQUARTERS ADDRESS<br><b>1400 Tenth Street</b> |  |  | INDEX NUMBER<br><b>226</b>                     |  |  |
| CITY<br><b>Sacramento</b>                |  |  | STATE<br><b>CA</b>                               |  |  | ZIP<br><b>95814</b>                            |  |  |

| (1) MONTH/YEAR                |       | (3)<br>LOCATION<br>WHERE EXPENSES<br>WERE INCURRED | (4)<br>LODGING | (5)<br>MEALS |       |                                       | (6)<br>INCIDENTALS | (7)<br>TRANSPORTATION    |                     |                                      |                        |        | (8)<br>BUSINESS<br>EXPENSE | (9)<br>TOTAL<br>EXPENSES FOR<br>DAY |
|-------------------------------|-------|--|----------------|--------------|-------|---------------------------------------|--------------------|--------------------------|---------------------|--------------------------------------|------------------------|--------|----------------------------|-------------------------------------|
| June 2009                     |       |  |                | BREAK-FAST   | LUNCH | O.T., L/T, N/C,<br>RELO. OR<br>DINNER |                    | (A)<br>COST OF<br>TRANS. | (B)<br>TYPE<br>USED | (C)<br>CARFARE,<br>TOLLS,<br>PARKING | (D)<br>PRIVATE CAR USE |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      | MILES                  | AMOUNT |                            |                                     |
| (2) DATE                      | TIME  |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
| 6/12                          | 8:00  | Sacramento/Los Angeles                             |                |              | 3.70  | 5.19                                  |                    |                          |                     |                                      |                        |        | 8.89                       |                                     |
| 6/14                          | 21:00 |  |                |              | 10.00 |                                       |                    |                          |                     |                                      |                        |        | 10.00                      |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
|                               |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
| (10) SUBTOTALS                |       |  |                |              | 13.70 | 5.19                                  |                    |                          |                     |                                      |                        |        | 18.89                      |                                     |
| COLUMN CODE (ACCTG. USE ONLY) |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        |                            |                                     |
| CLAIM TOTAL                   |       |  |                |              |       |                                       |                    |                          |                     |                                      |                        |        | 18.89                      |                                     |

|  |      |   |      |
|--|------|---|------|
| (11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)   |      | (12) NORMAL WORK HOURS  |      |
| Taping of guest appearance on S. Cal Time-Warner Headline News and KABC-TV's program with Adriene Alpert to discuss federal stimulus dollars.  |      |   |      |
|  |      | (13) PRIVATE VEHICLE LICENSE NUMBER   |      |
|  |      | (14) MILEAGE RATE CLAIMED   |      |
|  |      | 0.55  |      |
| (15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage. |      | AGENCY ACCOUNTING OFFICE<br>USE ONLY<br>PAID BY REVOLVING FUND CHECK NUMBER |      |
| CLAIMANT'S SIGNATURE   | DATE | (16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT                      | DATE |
| (17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)  |      | DATE  |      |

**SWABIZ**

Southwest.com for Business Travel

Basic Travel

Leisure Offers

Travel Tools

Rapid Rewards

State of California -- Gov. Office of Planning and Research Travel Reservation Traveler: LAURA N CHICK (Account Management)

PLAN TRIP → SELECT FLIGHT → PRICE → PURCHASE → BOOKED

**Southwest Airlines Purchase Confirmation**

Thank you for using swabiz.com to purchase your Ticketless Travel

**Southwest Airlines Confirmation Number(s)**

| Passenger Type | Confirmation Number | Passenger          | Account Number | Disability Assistance |
|----------------|---------------------|--------------------|----------------|-----------------------|
| Adult          | <b>JG2KFZ</b>       | LAURA NEWMAN CHICK | 00000090958674 | - None Entered -      |

**Internal Reference Number**

226

**Air Itinerary**

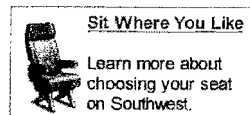
| Trip   | Date   | Day | Stops    | Routing | Flight | Routing Details   |
|--------|--------|-----|----------|---------|--------|---|
| Depart | Jun 12 | Fri | Nonsstop | SMF-LAX | 303    | Depart Sacramento (SMF) at 9:35 AM<br>Arrive in Los Angeles (LAX) at 11:00 AM |

**Pricing**

| Passenger Type | Trip   | Routing | Type of Fare   | Base Fare      | U.S. Taxes     | PFC           | Security Fee <sup>1</sup> | Passenger(s) | Total           |
|----------------|--------|---------|----------------|----------------|----------------|---------------|---------------------------|--------------|-----------------|
| Adult          | Depart | SMF-LAX | Wanna Get Away | \$86.51        | \$10.09        | \$4.50        | \$2.50                    | 1            | \$103.60        |
| <b>Total</b>   |        |         |                | <b>\$86.51</b> | <b>\$10.09</b> | <b>\$4.50</b> | <b>\$2.50</b>             |              | <b>\$103.60</b> |

<sup>1</sup> Security Fee is the government-imposed September 11th Security Fee.**Billing Information****Credit Card Holder Name:** Billed to account "SWABIZ AmEx"**Billing Address:** Billing address information is on file.**Confirmation Number: JG2KFZ****Passenger Type:** Adult**Passenger Name(s):** LAURA NEWMAN CHICK**Form of Payment:** American Express: XXXXXXXXXXXX1017**\$103.60**

| Total Air | Base Fare | U.S. Taxes | PFC    | Security Fee <sup>1</sup> | Passenger(s) | Total    |
|-----------|-----------|------------|--------|---------------------------|--------------|----------|
| SMF - LAX | \$86.51   | \$10.09    | \$4.50 | \$2.50                    | 1            | \$103.60 |

<sup>1</sup> Security Fee is the government-imposed September 11th Security Fee.

**SOUTHWEST AIRLINES RAPID REWARDS**  
Enroll in our frequent flyer program, Rapid Rewards.

Apply for the Southwest Airlines Rapid Rewards Visa Signature card and receive 8 bonus credits after your first purchase and Double Reward Dollars on all Southwest Airlines purchases.

Please visit [Travel Tools](#), where you can subscribe to [Flight Status Messaging](#) or find Policies, Travel Tips, and other Tools to manage your reservation. For your convenience, you are now able to check flight information using our automated phone service by calling 1-888-SWA-TRIP.

**Snack Service**

If your flight segment is less than 600 miles in length, you will be served peanuts/pretzels. On nonstop flight segments that are 601 to 1270 miles long, you will be served a packaged snack appropriate to the time of day for your travel. On flights longer than 1271 miles, a travel snack box will be served. Southwest Airlines does not serve sandwiches or meals; however, you may bring something to eat onboard.

**CHECKIN REQUIREMENTS AND REFUND INFORMATION**

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southwest.com for Business Travel

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PLAN TRIP SELECT FLIGHT PRICE PURCHASE BOOKED

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## Southwest Airlines Confirmation Number(s)

| Passenger Type | Confirmation Number | Passenger          | Account Number | Disability Assistance |
|----------------|---------------------|--------------------|----------------|-----------------------|
| Adult          | <b>JX2K86</b>       | LAURA NEWMAN CHICK | 00000090958674 | - None Entered -      |

## Internal Reference Number

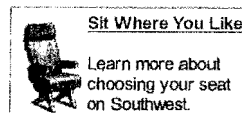
226

## Air Itinerary

| Trip   | Date   | Day | Stops   | Routing | Flight | Routing Details  |
|--------|--------|-----|---------|---------|--------|--|
| Depart | Jun 14 | Sun | Nonstop | BUR-SMF | 3426   | Depart Burbank (BUR) at 7:10 PM<br>Arrive in Sacramento (SMF) at 8:25 PM |

## Pricing

| Passenger Type | Trip   | Routing | Type of Fare          | Base Fare      | U.S. Taxes    | PFC           | Security Fee <sup>1</sup> | Passenger(s) | Total          |
|----------------|--------|---------|-----------------------|----------------|---------------|---------------|---------------------------|--------------|----------------|
| Adult          | Depart | BUR-SMF | <u>Wanna Get Away</u> | \$73.49        | \$9.11        | \$4.50        | \$2.50                    | 1            | \$89.60        |
| <b>Total</b>   |        |         |                       | <b>\$73.49</b> | <b>\$9.11</b> | <b>\$4.50</b> | <b>\$2.50</b>             |              | <b>\$89.60</b> |

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## Billing Information

Credit Card Holder Name: Billed to account "SWABIZ AmEx"

Billing Address: Billing address information is on file.

Confirmation Number: JX2K86

Passenger Type: Adult

Passenger Name(s): LAURA NEWMAN CHICK

Form of Payment: American Express: XXXXXXXXXXXX1017 \$89.60

| Total Air | Base Fare | U.S. Taxes | PFC    | Security Fee <sup>1</sup> | Passenger(s) | Total   |
|-----------|-----------|------------|--------|---------------------------|--------------|---------|
| BUR - SMF | \$73.49   | \$9.11     | \$4.50 | \$2.50                    | 1            | \$89.60 |

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## CHECKIN REQUIREMENTS AND REFUND INFORMATION

HMS HOST STARBUCKS  
SACRAMENTO INTERNATIONAL AIRPORT  
WELCOME TO SACRAMENTO!!

1107 Bely

CHK 7011 JUN12'09 8:55AM

2 Tall COFFEE 3.40  
Subtotal 3.40  
Tax 0.30  
Amt Paid 3.70  
Cash 20.00  
Change Due 16.30

HMS HOST STARBUCKS  
SACRAMENTO INTERNATIONAL AIRPORT

Welcome To  
Del Taco #427  
Comments, Questions?  
STORE (818) 956-1236  
MAIN 1-800-852-7204

**ORDER#5**

Host: SHIRLEY 06/12/2009  
ORDER#5 1:36 PM  
10053

Order Type: Dine In

MEAL #9 5.19  
Dbl Del  
Sm Fry  
Small Drink  
Coke  
CF 9

\*\*\* FREE BURRITO! \*\*\*

Tell us about your visit and receive  
FREE 1/2 lb Bean and Cheese

ST

MCS BURBANK LLC  
BOB HOPE AIRPORT  
2627 Hollywood Way  
Burbank CA 91505  
(818) 972-1331

Server: HASSEN 06/14/2009  
Fast Close: 6:58 PM  
Guests: 1

**#60495**

1 LANDIC LRG (2 @3.01) 7.02  
CINNAMON CRUMB CAKE 2.99

Subtotal 10.01  
Tax 0.93

Total 10.94

Balance Due 10.94

HAVE A NICE FLIGHT  
(COME AGAIN) THANK YOU

